



Maryland Department of Commerce

Maryland Theatrical Production Tax Credit

Use of Non-Qualified Vendor – Due Diligence Form

INSTRUCTIONS: This form must be completed before making any purchases or rentals from a non-qualified vendor. If this form is filled out incorrectly or incomplete, the procured purchase or rental will not qualify as an authorized direct cost. Copies of all Due Diligence Forms utilized during production must be submitted with the company's closing documentation.

WARNING: False statements made knowingly and willfully in reference to this tax credit are punishable by law. All statements and documents are subject to verification.

PRODUCTION COMPANY / PRODUCTION TITLE

I. ITEM DESCRIPTION

☐ Purchase☐ Rental

Needed from

to

Item Description:

II. DUE DILIGENCE DOCUMENTATION Production must make an effort to procure from at least 3 qualified vendors

Local Vendors Contacted

Date

Conclusion

III. EXCEPTION DOCUMENTATION

Non-Qualified vendor needed for the following reason(s):

☐ Availability☐ Delivery/Time☐ Specialized or Technical in Nature☐ Sole Source

Justification:

IV. PROCUREMENT

Name of non-qualified vendor

Website

Telephone Number

Address

City

State

Zip Code

Request Originator (Print Name)

Title

Date

Producer / UPM (Print Name)

Producer / UPM Signature

Date

☐ **APPROVED**☐ **REJECTED**

MFO use only

Date